

BOARD OF TRUSTEES
December 10, 2021 – 11:30 a.m.
Room C200

ORDER OF BUSINESS

A. CALL TO ORDER (Joel M)

B. ROLL CALL (Megan B)

Sandra Barber
John Bridenbaugh
Katrina DeGroff
Jeffrey Erb
Ron Ernsberger
Lisa McClure (Vice Chair)
Joel Miller (Chair)
Scott Mull (Second Vice Chair)
Mickey Schwarzbek

C. PLEDGE OF ALLEGIANCE

D. MISSION, VISION & VALUES (Volunteer)

E. SWEARING IN OF NEW TRUSTEE (Jenny T)

F. EXECUTIVE SESSION

G. PRESENTATION – Pillar 5 – Engaged Community (Todd H, Robbin W & Jim B)

H. AUDIENCE PARTICIPATION

I. CHIEF EXECUTIVE OFFICER REPORT (Todd H)

- Vice President – Enrollment Management & Student Affairs (Lana S)
- Vice President – Academics (Dan B)
- Vice President – Chief Fiscal & Administrative Officer (Jenny T)
- Vice President – Workforce (Jim D)
- Vice President – Human Resources & Leadership Development (Katy M)
- Executive Vice President (Albert L)
- President (Todd H)

Mission Statement: To serve by providing access to excellent and affordable education, training, and services that will improve the lives of individuals and strengthen communities.

Vision: Northwest State Community College will be a leader in education that empowers individuals and communities.

Values: People, Integrity and Learning

J. BOARD DISCUSSION ITEMS (Joel M & Todd H)

- Board Budget Committee (Todd H & Jenny T)
 - State Capital Planning
 - Audit
 - Reserves
 - CFI
- Van Wert (Todd H)
- Anderson's Lease (Jim D & Jenny T)
- Policy and Procedure Updates
 - New policy – Anti-hazing

K. CHIEF FISCAL OFFICER REPORT (Jenny T)

- Financial Report as of August 31, 2021 (roll call vote)

L. CONSENT AGENDA (Megan B)

1. Consent Agenda Items (roll call vote)
 - a. Minutes of the October 29, 2021 Meeting
 - b. Resignations
 - c. Employ Full-Time Recruiter – Admissions
 - d. Employ Full-Time Faculty – Industrial Technology Electrical
 - e. Transfer to Admissions Advisor – Early Admit
 - f. Transfer to Administrative Assistant – TRIO (correction)
 - g. Renewal of Probationary Faculty and Non-teaching Faculty Contracts
 - h. Miscellaneous Contracts
 - i. Career Tech Scholarship
 - j. Anti-hazing Policy

M. PROPOSED RESOLUTIONS (Megan B)

1. Affordability & Efficiency Report
2. Ionization Project
3. 2020-2021 College Audit

N. OTHER BUSINESS (Todd H)

1. Upcoming Board Activities
 - a. Emeritus Dinner – December 20
 - b. Fall Commencement – December 20
 - c. Board Meeting - February 25
 - d. Board Retreat – March TBD
 - e. Van Wert Groundbreaking / State of the College – TBD

O. ADJOURNMENT (Joel M)

Mission Statement: To serve by providing access to excellent and affordable education, training, and services that will improve the lives of individuals and strengthen communities.

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The Board of Trustees of Northwest State Community College (NSCC) met in regular session on Friday, October 29, 2021 at 11:30 a.m.

Joel Miller, Chair of the Board, stated that “the record should show that notice of this meeting has been given in accordance with the Ohio Revised Code, Section 121.22(F).”

MEMBERS PRESENT

21-88

Members present: Sandy Barber, John Bridenbaugh, Katrina DeGroff, Jeff Erb, Lisa McClure, Joel Miller and Scott Mull.

PLEDGE OF ALLEGIANCE

All present recited the Pledge of Allegiance: I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

NSCC MISSION STATEMENT

Trustee Barber read the college’s mission statement: To serve by providing access to excellent and affordable education, training, and services that will improve the lives of individuals and strengthen communities. This statement guides the board, administration, faculty and staff in all decisions of the College.

VISION AND VALUES

Trustee Barber read the College’s vision and values statements:

Vision – Northwest State Community College will be a leader in education that empowers individuals and communities.

Values:

People – We believe in the power of teamwork, bringing people of diverse backgrounds and communities together to excel.

Integrity – We believe that honesty, respect, and accountability are the basis of building trust.

Learning – We believe that the acquisition and application of knowledge is the key to success, and to that end, we provide access to greater opportunities through education, training, and services.

OATH OF OFFICE

Ms. Jenn Thome, Chief Fiscal & Administrative Officer administered the oath of office to Ms. Katrina DeGroff, who was sworn in as a trustee to the Northwest State Community College Board of Trustees effective August 27, 2021. Ms. DeGroff represents Fulton

County and will serve a term through June 9, 2027.

PRESENTATIONS

PILLAR 2 – LEARNING FOR ALL

Learner Services staff presented an update on how the College is assisting learners with CARES, CARISSA and ARP funds, aiding with FAFSA completion, organizing events for TRIO and FirstGen and using strategic partnerships and grants to increase enrollment and retention. Makenzie Warncke, Associate Director of Financial Aid, shared that the College has been able to assist 919 learners with emergency COVID funds. The average payout is \$1500 per learner, which is used for food, gas, utilities, instructional supplies and other necessities. Financial Aid has teamed up with TRIO-SSS to provide events for learners to help them understand financial aid and FAFSA. Terri Lavin, TRIO Director, along with Brenda Housh, TRIO Success Coach, shared several events that TRIO organized for learners. NSCC is partnering with TRIO programs from BGSU, Lourdes, Owens and UT to hold a First Gen Student Symposium at the University of Toledo campus November 6. Cassie Rickenberg, Dean of Learner Services, talked about where the College started in 2018 with our Graduation Pathways to Success initiative which created the Advising Center on campus to how we are using strategic partners, including Achieving the Dream and Education Advisory Board to identify access issues that deter learners from coming to NSCC.

Mike Vanderpool, Arts & Sciences Faculty, addressed the board regarding the accomplishments of the VCT program, along with the addition of E-sports and other initiatives stemming from the program.

CHIEF EXECUTIVE OFFICE REPORT

The Vice Presidents reported out on their respective areas of the College. The semester is going well with learners on campus and more face to face activities occurring. VP Snider provided an enrollment update, which shows a slight decrease in enrollment since the start of fall semester. The College is trending ahead of fall 2020 in new and CCP learners and lagging in returning learners. Agency enrollments are estimated to finish over goal with the addition of two new sites. There are several initiatives to reach both new and existing learners for spring 2022 enrollment. Executive Vice President Lewis shared quantitative results of a campus survey completed by faculty and staff. The main takeaway from the survey is that NSCC serves the learners well and we are a mission-driven organization.

BOARD DISCUSSION ITEMS

State Biennium Budget – President Hernandez discussed two initiatives built into the state budget – the College Comeback Promise and the Second Chance Voucher Program, both designed to remove financial barriers and help learners complete their educational goals.

Tuition Increase / Scholarship Resolution – A resolution will be brought to the board for consideration at this meeting requesting to use scholarship funds to off-set the cost of

the \$5 per credit hour tuition increase for the spring semester.

Board Budget Committee – The committee met to review the 2021 College audit, current financials, updated CFI and reserves, COVID relief funds and big-ticket items.

Energy Project – Two resolutions will be brought to the board for consideration at this meeting regarding the solar energy project. A post-issuance compliance policy needs to be adopted in connection with the project and a resolution passed to allow lighting, solar arrays and HVAC equipment upgrades not exceeding \$3,350,000.

Van Wert – The College is working with the Attorney General to finalize lease contract language for a future building in the city of Van Wert.

Emeritus Nominations – The College received one nomination for former trustee Sue Derck. A resolution will be brought to the board at this meeting for consideration.

Policy Updates – Chapter 17: Public Relations – As part of the continuing efforts to regularly review policy and procedure, chapter 17 of the College policy manual was recently reviewed and some minor changes will be brought to the board as part of the consent agenda for consideration.

CHIEF FISCAL OFFICER REPORT

21-89

Ms. Barber moved and Ms. McClure seconded the following motion:

Ms. Jennifer Thome, Chief Fiscal & Administrative Officer, presented the cumulative financial report to inform the Board of Trustees of the College's financial condition as of July 31, 2021.

ROLL CALL: Aye; Barber, Bridenbaugh, DeGross, Erb, McClure, Mull and Miller. Nay; None. Thereupon the Chair declared the motion approved.

CONSENT AGENDA.

Mr. Erb moved and Mr. Mull seconded a motion to approve the following consent items:

MINUTES OF THE AUGUST 27, 2021 MEETING

21-90

FULL-TIME TECHNICIAN – FACILITIES EMPLOYED

21-91

WHEREAS, the position of Technician – Facilities was left vacant due to the retirement of Randy Norden; and

WHEREAS, a search was conducted to fill the position; and

WHEREAS, the Chief Fiscal and Administrative Officer and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Mr. Matthew Hancock be employed as full-time Technician – Facilities effective August 23, 2021 at an annual salary of \$35,526.40. This is in accordance with the Support Staff Bargaining Agreement.

FULL-TIME TECHNICIAN – MAINTENANCE EMPLOYED

21-92

WHEREAS, the position of Technician – Facilities was left vacant due to the resignation of James Lugbill; and

WHEREAS, the position was reevaluated to determine the needs of the maintenance department; and

WHEREAS, this position requires electrical and maintenance knowledge and skills; and

WHEREAS, a search was conducted to fill the position; and

WHEREAS, the Chief Fiscal and Administrative Officer and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Mr. Todd Kent be employed as full-time Technician – Maintenance effective September 7, 2021 at an annual salary of \$43,472.00. This is in accordance with the Support Staff Bargaining Agreement.

FULL-TIME ASSISTANT – FINANCIAL AID EMPLOYED

21-93

WHEREAS, the position of Assistant – Financial Aid was left vacant due to the promotion of Madline Fagan to Enrollment Specialist; and

WHEREAS, a search was conducted to fill the position; and

WHEREAS, the Vice President for Enrollment Management & Student Affairs and the President recommends

NOW, THEREFORE BE IT RESOLVED, that Ms. Alexis Mills be employed as Assistant – Financial Aid effective September 20, 2021 at an annual salary of \$30,888.00. This is in accordance with the Support Staff Bargaining Agreement.

FULL-TIME ADMINISTRATIVE ASSISTANT – ARTS & SCIENCES EMPLOYED

21-94

WHEREAS, the position of Administrative Assistant – Arts & Sciences was left vacant due to the transfer of Megan Schroeder to Administrative Assistant – Advising; and

WHEREAS, a search was conducted to fill the position; and

WHEREAS, the Vice President – Enrollment Management & Student Affairs and the President recommends

NOW, THEREFORE BE IT RESOLVED, that Ms. Lena Yedica be employed as Administrative Assistant – Arts & Sciences effective September 27, 2021 at an annual salary of \$35,526.40. This is in accordance with the Support Staff Bargaining Agreement.

**FULL-TIME FACULTY – INDUSTRIAL TECHNOLOGY COMPUTER AIDED
MANUFACTURING EMPLOYED**

21-95

WHEREAS, the position of full-time Faculty – Industrial Technology Computer Aided Manufacturing was created to meet industry needs in the area of computer aided manufacturing for skilled workers; and

WHEREAS, this position is funded through the Department of Labor Strengthening Community Colleges Grant; and

WHEREAS, a search was conducted to fill the position; and

WHEREAS, the Vice President for Academics and the President recommends

NOW, THEREFORE BE IT RESOLVED, that Mr. Thomas Plummer Jr. be employed as Faculty – Industrial Technology Computer Aided Manufacturing effective October 1, 2021 at an annual salary of \$58,215.71. This is in accordance with the Professional Staff Bargaining Agreement and contingent on grant funding and program enrollment.

FULL-TIME FACULTY – INDUSTRIAL TECHNOLOGY AUTOMATION EMPLOYED

21-96

WHEREAS, the position of full-time Faculty – Industrial Technology Automation was created to meet industry needs in the area of industrial technology automation manufacturing for skilled workers; and

WHEREAS, this position is funded through the Department of Labor Strengthening Community Colleges Grant; and

WHEREAS, a search was conducted to fill the position; and

WHEREAS, the Vice President for Academics and the President recommends

NOW, THEREFORE BE IT RESOLVED, that Mr. Erik Jones be employed as Faculty – Industrial Technology Automation effective October 8, 2021 at an annual salary of \$57,530.82. This is in accordance with the Professional Staff Bargaining Agreement and contingent on grant funding and program enrollment.

FULL-TIME ADMINISTRATIVE ASSISTANT – TRIO EMPLOYED

21-97

WHEREAS, the position of full-time Administrative Assistant – TRIO was created to provide administrative support to the TRIO-SSS Program; and

WHEREAS, a search was conducted to fill the position; and

WHEREAS, an internal candidate applied for and met the qualifications of the position; and

WHEREAS, the Vice President – Enrollment Management & Student Affairs and the President recommends

NOW, THEREFORE BE IT RESOLVED, that Ms. Cayla Swisher be transferred to Administrative Assistant – TRIO effective October 5, 2021 at a rate of \$17.08 per hour. This is in accordance with the Support Staff Bargaining Agreement.

TRANSFER TO COORDINATOR – FUNDRAISING

21-98

WHEREAS, the position of full-time Coordinator - Fundraising was left vacant due to the promotion of Audrey Lehman to Project Manager - Grants; and

WHEREAS, a search was conducted to fill the position; and

WHEREAS, an internal candidate applied for and met the qualifications of the position; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that Ms. Nichole Gerschutz be transferred to Coordinator – Fundraising effective October 25, 2021 at an annual salary of \$41,750.00. This is a graded position.

MISCELLANEOUS EMPLOYMENT CONTRACTS

21-99

WHEREAS, it has been determined that the following person(s) should be employed to accommodate various needs; and

WHEREAS, the Vice President for Academics and the President recommends

NOW, THEREFORE BE IT RESOLVED, that the following individual(s) be approved to receive employment contracts for miscellaneous services:

Full-time Faculty teaching Overload:

Becher	Lisa	Jacob	Erin
Eichanauer	Bill	Jones	Erik
VonDeylen	Barry	Kemarly-Dowland	Julie
Clawson	Chris	Kwiatkowski	Michael
Galbraith	Heather	Lammers	Suzanne
Newton	Tera	Leitch	Amy
Robinson	Chris	Meyer	Tamara
Thomas	Amy	Mignin	Debra
Behnfeldt	Jennifer	Mohring	David
Boone	James	Nartker	Gregory
Carr	Thomas	Parikh	Anuja
Dapelo	Lisa	Plummer	Thomas

Doolittle	Colin	Raymond	Steven
Doolittle	Marianna	Tefft	Gregory
Hicks	Melanie	Verhoff	Joshua
Hills	Tony	Zeller	Ann

Full-time Faculty with Supplemental Loads:

Becher	Lisa	Hicks	Melanie
Berres	Allen	Howard	Sherry
Boone	Jim	Lammers	Suzanne
Doolittle	Marianna	Leitch	Amy
Dusseau	Melanie	Riegsecker	Emily
Faber	Melissa	Thomas	Amy

Part-time Adjuncts:

Aldrich	Catherine	Leptak-Moreau	Jeffrey
Baker	Luke	Martin	Neal
Bowes	Thomas	Mercer	David
Brown	Alissa	Monnin	Richard
Burken	Christa	Moore	Kevin
Burkholder	Tracy	Mueller	John
Cichy	Kelly	Mykytuk	Jeremiah
Clink	Michael	Profit	Danielle
Coles	Ronald	Ranaweera	Priyankarage
Cummins	Alex	Rendleman	Tracy
Davis	Christopher	Rodriguez-Mejia	Fredy
Day	Kathryn	Rohrs	Rachel
DeSota	Heidi	Rowe	James
Dillon	Kieron	Rowland-Poplowski	Jean
Ebaugh	Chelsie	Schwiebert	Jason
Esterline	Thelma	Short	Amanda
Faber-Starr	Rebekah	Short	Christine
Filipovich	Nicholas	Snyder	Timothy
Frake	Ann	Stapleton	Eric
Gerschutz	Joshua	Storrer	Jenna
Gladioux	Michelle	Storrer	Josh
Green	Helen	Stuckey	Angela
Hammer	Diana	Torok	William
Head	Naykishia	Villarreal	Michaelangelo
Jay	Kevin	VonDeylen	Kelly
Johnston	Judith	Waisner	Beth
Kinkaid	Cynthia	Wikstrom	Debora
Kling	Julie	Worman	Jamie

Kuhlman
Lawson

Nanette
Candice

Wyse
Yambor
Zuvers

Jennifer
Michael
Larry

CHAPTER 17 PUBLIC RELATIONS POLICY UPDATES

21-100

WHEREAS, as part of the overall policy review process, Chapter 17 - Public Relations has been thoroughly reviewed by Vice President Lana Snider, along with a small review committee, and vetted through the Attorney General's office; and

WHEREAS, the updates made reflect current College practice and to comply with state legislation; and

WHEREAS, the Vice President – Enrollment Management & Student Affairs and the President recommends

NOW, THEREFORE BE IT RESOLVED, that the changes to Chapter 17 Public Relations, policies 17-01 through 17-02 be accepted.

3358: 14-7-01: Public use of college outdoor areas

Effective date: Reaffirmed by Board of Trustees 12/6/13, 10/29/21

- (A) The purpose of the policy is to promote the free exchange of ideas and the safe and efficient operation of the college by:
- (1) Fostering free speech, assembly and other expressive activities on college property by all persons, whether or not they are affiliated with the college.
 - (2) Maintaining an appropriate educational and work environment for all persons present on college property, including but not limited to students, faculty, employees, customers and visitors.
 - (3) Maintaining the personal security of all persons present on college property and protecting the property of the college and of persons present on college property.
- (B) In developing this policy, the college recognizes the constitutional freedoms guaranteed by the United States and Ohio Constitutions, including freedom of speech, press and assembly. The college also recognizes the need to preserve and protect its property, students, guests and employees of the college, and to ensure the effective operation of educational, business and related activities of the college. Expressive activities on the college's campus may be subject to reasonable regulation with regard to the time, place and manner of the activities. College employees will not consider the content of expressive activities when enforcing this policy. No policy can address every possible activity or situation that may occur on college property, and the college reserves the right to address such situations as circumstances warrant.

- (C) This policy does not apply to use of college facilities and grounds for official events sponsored by the college.
- (D) Expressive activities carried out under this policy shall not be considered to be speech made by, on behalf of or endorsed by the college.
- (E) This policy supersedes any provisions in any other earlier-adopted college policies that address similar or overlapping issues, such as use of outdoor spaces.
- (F) Outdoor areas of campus generally available for use
- (1) ~~General Access~~ Any person or group may use, without prior notification, any publicly accessible outdoor area of the Northwest state community college campus except parking lots and driveways. Federal, state and local laws will be enforced as applicable. The use of walkways or other common areas may not block the free passage of others or impede the regular operation of the college. Use of the general access areas may include speaking, non-verbal expression, distributing literature, displaying signage and circulating petitions. There is no limit to the number of times a month a person or group may access those areas. During work and class hours or if the area is currently in use for an official college event, amplification may be restricted if it unreasonably interferes with college operations or noise ordinances are violated.
 - (2) ~~Off-campus sites~~ The college's off-campus sites (~~currently located in Bryan, Scot Park, Van Wert, and Whitehouse~~) are leased facilities and not owned by the college. Those facilities generally do not include any outdoor space leased or controlled by the college, therefore, no publicly-accessible outdoor are areas available for use under this policy. Where any outdoors space is controlled by the college, this policy applies.
 - (3) ~~Large groups~~ Except in circumstances described below, any person or group whose use of an outdoor area is expected or reasonably likely to have more than one hundred people must notify the college's police department by calling 419-267-1452 at least two business days before the day of the expressive activity, including information as to the specific location to be used for the event and the estimated expected number of persons, and the name and contact information of at least one person who can be contacted regarding logistics of the event, which shall include at least one person who will be personally present.
 - (4) Prior notice is necessary to ensure that there is sufficient space for the large group event, that the large group event does not conflict with any other scheduled use of the outdoor space, and that sufficient college resources are available for crowd control and security. If such advance notice is not feasible because of circumstances that could not be reasonably anticipated, the person or group shall provide the college with as much advance notice as circumstances reasonably permit.

- (5) Student use-in addition to the general right of access to outdoor areas of campus described above, any student or student organization may seek to reserve the use of specific outdoor areas by contacting the college police department at 419-267-1452. Any request by a student or student organization to reserve such area or space shall be made at least one business day prior to the event. A request will be granted unless it would conflict or interfere with a previously scheduled event or activity or violate this policy. A student or student organization that has reserved a specific area or space under this policy will have priority over any other persons seeking to use the area or space during the scheduled time period. Any decision denying a request shall be promptly communicated in writing to the requester and shall set forth the basis for the denial. The content of the anticipated speech or other expressive activity shall not form the basis for a denial.

(G) Prohibited activities

- (1) Any event or activity that disrupts the ability of the college to effectively and peacefully teach students, provide client services, or conduct any of its other business and support operations is prohibited. Examples include, but are not limited to, excessive noise, impeding vehicle or pedestrian traffic, and conduct otherwise unlawful.
- (2) No activity may damage college property. Prohibited actions include, but are not limited to, driving stakes or poles into the ground, hammering nails into buildings, and attaching anything to sidewalks, paved areas, or any part of any building, structure or fixture.
- (3) Distribution/solicitation by placing any material on vehicles in the parking lots is prohibited. Leaving trash, litter, materials or pollutants in any area is prohibited.

(H) Enforcement

- (1) The Northwest state community college police department and local law enforcement shall enforce the provisions of this policy.
- (2) Any person who violates section I E of this policy may be subject to an order to leave college property. Employees in violation of this policy may be subject to discipline, up to and including termination.

(I) Dispute resolution

Any person or recognized student organization who believes unlawful, unreasonable, or arbitrary limitations have been imposed on any of their speech or other expressive activities under this policy may file a complaint with the vice president for ~~academics and student services~~ enrollment management & student affairs at 419-267-1233.

(J) Procedures

The president may adopt procedures to administer this policy.

3358: 14-17-02: Social media

Effective date: Reaffirmed by Board of Trustees 12/6/13, 10/29/21

- (A) The board of trustees acknowledges that current and future students, faculty, staff, alumni, and citizens of our community are utilizing social media to stay connected. Having a presence in many of these areas will allow the college to broadcast information and interact with the public. Guidelines for social media are defined in procedure 17 – 02(A).
- (B) ~~Northwest State Community College~~ NSCC recognizes its responsibility to assure employees, volunteers, and contractors adhere to local, state, and federal requirements to protect student and staff privacy. The college also retains its prerogative to protect its image, enhance its brand, guard proprietary information, require appropriate use of college computer resources, and restrict employee activities that ~~do not add value to~~ hinder or interfere with the college, mission, vision, strategic priorities, general learning goals, or financial well-being.
- (C) Social media includes, but is not limited, to blogs, wikis, social networks (examples: facebook, linkedIn, twitter, myspace, etc) video and photo portals (examples: youtube, flickr), collaborative professional space and e-mail.
- (D) Employees and volunteers must adhere to general use guidelines when using social media for specific job-related tasks of Northwest state community college. These guidelines can be found on the college website or through the office for institutional advancement.

This concludes the Consent Agenda.

ROLL CALL: Aye; Barber, Bridenbaugh, DeGroff, Erb, McClure, Mull and Miller. Nay; None. Thereupon the Chair declared the motion approved.

**TUITION SCHOLARSHIP FOR THE 2021-2022
ACADEMIC YEAR APPROVED**

21-101

Ms. Barber moved and Mr. Erb seconded the following motion:

WHEREAS, the College Trustees have authorized a \$5 per credit hour tuition increase that goes into effect spring 2022; and

WHEREAS, Northwest State Community College is sensitive to the impact tuition has on the individual learner and providing access to higher education; and

WHEREAS, the Cabinet and the President recommend

NOW, THEREFORE BE IT RESOLVED, that the College will use scholarship funds to offset the cost of the \$5 per credit hour increase so as to not pass the expense on to learners for the spring 2022 semester.

ROLL CALL: Aye; Barber, Bridenbaugh, DeGross, Erb, McClure, Mull and Miller. Nay; None. Thereupon the Chair declared the motion approved.

EMERITUS STATUS GRANTED

21-102

Mr. Bridenbaugh moved and Ms. Barber seconded the following motion:

WHEREAS, the college enacted an Emeritus policy in 2013 to recognize individuals that have made an outstanding contribution to the College and the community; and

WHEREAS, the College asked for nominations of faculty, staff and trustees that have permanently retired from Northwest State Community College; and

WHEREAS, the Board Executive Committee has made a recommendation to the Board of Trustees to grant emeritus status to one individual

NOW, THEREFORE BE IT RESOLVED, that Mrs. Sue Derck be granted emeritus status by the Board of Trustees effective October 29, 2021.

ROLL CALL: Aye; Barber, Bridenbaugh, DeGross, Erb, McClure, Mull and Miller. Nay; None. Thereupon the Chair declared the motion approved.

POST-ISSUANCE COMPLIANCE POLICY IN CONNECTION WITH THE ISSUANCE OF FEDERALLY TAX-EXEMPT OBLIGATIONS APPROVED

21-103

Ms. McClure moved and Mr. Erb seconded the following motion:

WHEREAS, Northwest State Community College (the "Issuer") is authorized to issue obligations of the Issuer to pay the costs of education facilities and certain auxiliary facilities and to refund, fund or retire bonds and other obligations previously issued for such purposes; and

WHEREAS, the Issuer has previously issued, or intends to issue in the future, such bonds and other obligations (collectively, the "Obligations") as tax-exempt and/or tax-preferred obligations under the Internal Revenue Code of 1986, as amended; and

WHEREAS, in connection with the issuance of the Obligations, it is advised that the Board of Trustees (the "Board") adopt a formal written policy outlining the policies and procedures necessary to promote compliance with federal income tax and securities laws, as well as the requirements set forth in the documents for each issue of Obligations; and

WHEREAS, the Board desires to formally approve a written policy outlining such

policies; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Northwest State Community College, that:

1. Approval of Written Post-Issuance Compliance Policy.

The Board hereby approves a written post issuance compliance policy (the "Policy") in connection with the issuance of the Obligations by the Issuer. On behalf of the Board, each of the President and the Chief Financial Officer of the Issuer, or such other office or employee of the Issuer as may be designated by the Board as the chief fiscal officer or acting chief fiscal officer of the Issuer from time to time (the "Fiscal Officer"), or any one of them (the "Authorized Officers"), is hereby authorized to execute the Policy. Each of the Authorized Officers is also hereby authorized to execute any other documents necessary in connection with the Policy. The execution of such documents by an Authorized Officer shall be conclusive evidence of the Board's approval of such documents.

2. Compliance with Open Meeting Law.

This Board finds and determines that all formal actions of this Board and any of its committees concerning and relating to the adoption of this Resolution were taken in an open meeting of this Board or any of its committees, and that all deliberations of this Board and of any committee that resulted in those formal actions were taken in meetings open to the public, all in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

3. Effective Date.

This Resolution shall take effect and be in force immediately upon its adoption.

3358: 14-9-15 Post-issuance compliance

Northwest State Community College (the "College") uses bonds as one means of financing capital projects in support of its mission. This Post-Issuance Compliance Policy (the "Policy") outlines the policies and procedures to promote compliance with federal income tax and securities laws, as well as the requirements set forth in the bond documents for each bond issue. This Policy is to strictly follow the U.S. Constitution and laws and the Ohio Constitution and laws. For purposes of this Policy, the term "bonds" means any obligation of the College incurred for the purpose of borrowing money, including, without limitation, bonds, notes and certificates of participation in capital leases.

(A) Monitoring of Post-Issuance Compliance

Monitoring of post-issuance compliance for bonds will be the responsibility of the Chief Financial Officer (the "CFO"). The CFO may designate employees to carry out the

CFO's duties under this Policy on the CFO's behalf in the same manner and with the same effect as any similar designation for any other purpose permitted by law.

(B) Compliance with Covenants in Bond Documents

The CFO shall ensure compliance with all financial and operational covenants made by the College in the bond documents, including but not limited to financial reporting, insurance requirements, the recording of mortgages, restrictions on incurring additional indebtedness, restrictions on the disposition of property, and restrictions on granting liens or encumbering property.

(C) Federal Tax Law Compliance

(1) Proper Use of Proceeds

The CFO shall ensure that bond proceeds are allocated to expenditures in a manner that is consistent with the purpose for which each bond issue is undertaken, as set forth in any tax compliance certificate or agreement related to each bond issue.

(2) Investment of Bond Proceeds

The CFO shall ensure that bond proceeds are invested in investments that are permissible under the terms of the Ohio Revised Code, the bond documents, and any applicable federal tax laws.

(3) Arbitrage Rebate Calculations

The CFO shall ensure the timely completion of arbitrage rebate calculations and filings.

(4) Administration of Direct Pay Bonds

The CFO shall ensure the proper administration of each issue of bonds qualifying for the payment by the Federal government of a credit equal to a percentage of interest on such bonds, including the timely completion and filing of any forms required by the Internal Revenue Service to maintain or establish the applicable status of the bonds for purposes of federal income taxation.

(5) Use of Bond-Financed Facilities

The CFO shall consult with Bond Counsel for the College before entering into any agreement or other arrangement for the sale, lease, or use of bond-financed property, including, but not limited to, service, vendor, and management contracts, research agreements, licenses to use bond-financed property, or naming rights agreements. The CFO or the designee of the CFO shall review such agreements for compliance with federal tax laws and complete a Private Business Use Contract Review Worksheet to document that such review has been completed.

(6) Post-Issuance Transactions

The CFO shall consult with Bond Counsel for the College before making any modifications or amendments to the bond documents for a bond issue, including, but not limited to, entering or modifying investment agreements; making any change in security for the bonds; engaging in post-issuance credit enhancement transactions (*e.g.*, bond insurance, letter of credit) or hedging transactions (*e.g.*, interest rate swap, cap); terminating or appointing successor trustees; releasing any liens; or reissuing the bonds.

(7) Remedial Action

In the event that it is determined that any use of bond proceeds or bond-financed facilities is inconsistent with the character of the status for federal income tax purposes of the bonds, the CFO shall consult with the College's Bond Counsel for the purpose of determining the nature and extent of any remedial action necessary or proper for the College to take with respect to such bonds or bond-financed facilities according to Treasury Regulations Section 1.141-12 or other remedial actions authorized by the Commissioner of Internal Revenue under 1.141-12(h).

(D) Federal Securities Law Compliance

(1) The CFO shall ensure compliance with all applicable federal securities laws and regulations, including the continuing disclosure requirements of Rule 15c2-12 promulgated under the Securities Exchange Act of 1934.

(2) To the extent required by any continuing disclosure agreement, the CFO shall:

- (a) On an annual basis, submit an annual financial report, including audited financial statements and any other information required by the continuing disclosure agreement, to the entities required by the bond documents.
- (b) Make a timely report of any significant material events (as defined by the continuing disclosure agreement) related to the College's outstanding bond issues to the entities required by the bond documents.

(E) Recordkeeping

(1) Responsibility for Records Maintenance

- (a) The CFO shall be responsible for maintaining records related to bonds of the College.
- (b) The CFO shall maintain a central list of records related to each issue of bonds of the College. The list shall identify:
 - (i) The name and date of the document related to the issue,

(ii) The person or office responsible for the document, and

(iii) The physical or electronic location of the document.

(2) Bond Records to be Maintained

(a) The following records shall be maintained for each outstanding bond issue for the term of the outstanding bond issue plus three years:

(i) Basic records relating to the bond transaction, including the trust indenture, loan, lease, or other financing agreement, the relevant IRS Form 8038 (including Forms 8038-G, 8038-B, or 8038-TC, as applicable) with proof of filing, and bond counsel opinion shall be maintained by the CFO's office;

(ii) Documentation evidencing the expenditure of bond proceeds, such as construction or contractor invoices and receipts for equipment and furnishings, as well as records of any special allocation made for tax purposes shall be maintained by the CFO's office;

(iii) Documentation evidencing the lease or use of bond-financed property by public and private sources, including, but not limited to, service, vendor, and management contracts, research agreements, licenses to use bond-financed property, or naming rights agreements shall be maintained by the CFO's office; and

(iv) Documentation pertaining to investment of bond proceeds, including the yield calculations for each class of investments, actual investment income received from the investment of proceeds, and rebate calculations shall be maintained by the CFO's office.

(b) The CFO shall maintain the College's audited financial statements for not less than seven years.

(F) Bonds Issued on Behalf of College-Supported Entity

With respect to bonds issued by the College on behalf of any College-supported entity, the CFO shall coordinate with the respective fiscal officer of such entity to ensure compliance with all aspects of this Policy.

(G) Bond Counsel Review

(1) The CFO may engage Bond Counsel to assist in implementing this Policy, including, but not limited to, assistance in the following areas:

(2) Rebate calculations and compliance;

(3) Records retention;

- (4) Periodic review of the central list of records related to bonds for compliance with federal tax laws regarding private business use;
- (5) Other federal tax law compliance, including any annual reporting requirements that may be imposed by the Internal Revenue Service; and
- (6) Federal securities law compliance.

(H) Training Requirements

Within six months of becoming the CFO, and on an as-needed basis thereafter, the CFO and the CFO's designees, if any, shall undergo training regarding basic federal tax concepts relating to bonds and records required to be maintained under this Policy.

(I) Annual Policy Review

On an annual basis, or sooner if deemed necessary by the CFO, the CFO shall review this Policy and assess the College's compliance with this Policy. The CFO shall make changes to this Policy as appropriate to ensure compliance with any covenants in the bond documents or the requirements of federal tax and securities laws and any other applicable law.

(J) Miscellaneous

- (1) Internal Use Only. This Policy is intended for the internal use of the College only and is not intended to establish any duties in favor of or rights of any person other than the College.

Waiver of Procedures. The officers and employees charged by this Policy with performing or refraining from any action may depart from this Policy when they in good faith determine that such departure is in the best interests of the College and consistent with the duties of the Issuer under applicable laws. If the CFO is charged by this Policy with taking or refraining from such action, any such departure shall require review by Bond Counsel

ROLL CALL: Aye; Barber, Bridenbaugh, DeGross, Erb, McClure, Mull and Miller. Nay; None. Thereupon the Chair declared the motion approved.

**CONSTRUCTION, EQUIPPING, FURNISHING, RECONSTRUCTION, ALTERATION,
ENLARGEMENT, REMODELING, RENOVATION, REHABILITATION,
IMPROVEMENT, AND REPAIR OF AUXILIARY FACILITIES OR EDUCATION
FACILITIES THROUGH THE LEASE-PURCHASE OF SUCH FACILITIES IN AN
AMOUNT NOT EXCEEDING \$3,350,000 AUTHORIZED**

21-104

Mr. Erb moved and Mr. Mull seconded the following motion:

WHEREAS, Northwest State Community College (the "College"), was created and exists as a political subdivision of the State of Ohio under Chapter 3354 of the Ohio Revised Code; and

WHEREAS, Sections 3354.09(B) and 3354.121 of the Ohio Revised Code (the "Act") provide that the College may finance the construction, equipping, furnishing, reconstruction, alteration, enlargement, remodeling, renovation, rehabilitation, improvement, and repair of auxiliary facilities or education facilities, including by a lease-purchase; and

WHEREAS, the College plans to acquire, construct, install and equip certain energy improvements including controls, lighting, solar arrays and HVAC equipment throughout the College's facilities, together with all necessary appurtenances thereto (the "Project"), located on property owned by the College; and

WHEREAS, this Board of Trustees (the "Board") has determined that it is advisable and in the best interest of the College to (i) to finance the Project and to enter into such agreements and take such actions as contemplated herein; and (ii) pay the costs of issuance of the Agreement, as defined below;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Northwest State Community College, Ohio:

It is hereby determined to be necessary and in the best interest of the College to finance the Project.

The President or Chief Financial Officer (the "CFO"), on behalf of the College, is authorized to execute, deliver and perform a base lease and lease-purchase agreement or similar agreement (the "Agreement") between the College and a third-party entity or such other entity (the "Lessor") as determined by the CFO. Pursuant to the Agreement, the College shall lease on a non-exclusive basis for use in common with the College (the "Base Leasehold Interest") the Project to the Lessor. Additionally, the College shall lease back the Project from the Lessor pursuant to the terms of the Agreement (the "Lease-Purchase Interest"). The term of the Base Leasehold Interest shall run not later than five years beyond the final renewal term of the Lease-Purchase Interest. The payment of rent, if any, with respect to the Base Leasehold Interest, shall be such amounts as determined by the CFO and set forth in the Agreement. The Agreement shall provide, among other things, for the payment of Rent (as defined in the Agreement) with respect to the Lease-Purchase Interest from the College to the Lessor. The CFO, on behalf of the College, is authorized to execute, deliver and perform the Agreement in substantially the form of such document as is customarily used in connection with similar transactions with such changes as the CFO determines shall not be adverse to the interests of the College, and the execution and delivery of the Agreement by the CFO shall be conclusive evidence that any such changes are not adverse to the interests of the College.

Rent shall be payable in periodic installments over the term of the Agreement, in such amounts and at such times as shall be determined by the CFO in the Certificate of Fiscal Officer (as defined below), provided that the actual Rent payments shall not exceed in any year the amounts that would be required if the applicable interest rate were 3.50% per annum applied on a principal amount of not to exceed \$3,350,000. The initial term of the Lease-Purchase Interest shall terminate on June 30, 2022, provided

that the Board shall have the right to renew for additional one-year (or partial-year) renewal terms, beginning on or after July 1, 2022 and continuing on July 1 of each year thereafter through and including the last renewal term, which shall end on a date that is not later than December 1, 2036. The CFO shall determine the term of the Agreement, subject to such limitations, and report the same to this Board in the Certificate of Fiscal Officer. The Agreement shall provide for termination in the event the Board fails to appropriate funds adequate to pay Rent due with respect to any renewal term. The CFO is authorized to execute, deliver and perform, on behalf of the College, such additional documents and agreements relating thereto as shall she deems, in her discretion, to be necessary or appropriate in connection with the financing herein described, and such additional documents and agreements shall not be inconsistent with the terms of this Resolution. The Board agrees to execute and perform the Agreement in accordance with its terms. The Board agrees to comply with the terms and conditions of any additional instruments, agreements, certificates, and other documents relating to the Agreement as shall be deemed, by the CFO or the President, in their discretion, necessary or appropriate in connection with the financing described in this Resolution.

Nothing in the Agreement, or any agreements or documents relating thereto shall constitute or be construed or deemed to constitute a debt or bonded indebtedness or a general obligation of the Board, the College, or any agency of the College. Neither the taxing power nor the full faith and credit of the College are pledged or shall be pledged for the payment or security of the Agreement or any other related agreement or document.

The Board hereby covenants that it shall comply with the requirements of all existing and future laws which must be satisfied in order that interest on the Agreement is and will continue to be excluded from gross income for federal income tax purposes, including without limitation restrictions on the use of the property financed with the proceeds of the Agreement so that the Agreement will not constitute "private activity bonds" within the meaning of Section 141 of the Internal Revenue Code of 1986, as amended (the "Code"), and the regulations prescribed thereunder (the "Regulations"). The Board further covenants that it will restrict the use of the proceeds of the Agreement in such manner and to such extent, if any, as may be necessary, after taking into account reasonable expectations at the time the Agreement are issued, so that they shall not constitute arbitrage bonds under Section 148 of the Code and the regulations prescribed thereunder (the "Regulations").

The CFO, or any other officer of this Board, is hereby authorized and directed (a) to make or effect any election, selection, designation, choice, consent, approval or waiver on behalf of the Board with respect to the Agreement as permitted or required to be made or given under the federal income tax laws, for the purpose of assuring, enhancing or protecting favorable tax treatment or the status of the Agreement or interest thereon or assisting compliance with requirements for that purpose, reducing the burden or expense of such compliance, reducing any rebate amount or any payment of penalties, or making any payments of special amounts in lieu of making computations to determine, or paying, any excess earnings as rebate, or obviating those amounts or payments, as determined by the CFO, which action shall be in writing

and signed by the CFO, or any other officer of this Board, on behalf of the Board; (b) to take any and all actions, make or obtain calculations, and make or give reports, covenants and certifications of and on behalf of the College, as may be appropriate to assure the exclusion of interest from gross income and the intended tax status of the Agreement; and (c) to give an appropriate certificate on behalf of the Board, for inclusion in the transcript of proceedings, setting forth the facts, estimates and circumstances, and reasonable expectations of the Board pertaining to Section 148 and the Regulations, and the representations, warranties and covenants of the Board regarding compliance by the Board with Sections 141 through 150 of the Code and the Regulations.

The CFO shall keep and maintain adequate records pertaining to investment of all proceeds of the Agreement sufficient to permit, to the maximum extent possible and presently foreseeable, the College to comply with any federal law or regulation now or hereafter having applicability to the Agreement which limits the amount of Certificate proceeds which may be invested on an unrestricted yield or requires the College to rebate arbitrage profits to the United States Department of the Treasury. The CFO is hereby authorized and directed to file such reports with, and rebate arbitrage profits to, the United States Department of the Treasury, to the extent that any federal law or regulation having applicability to the Agreement requires any such reports or rebates.

The Board hereby approves of the appointment of Robert W. Baird & Co., Incorporated to serve as a placement agent to the College with respect to the lease-purchase transaction described herein. The fee to be paid to such firm shall be subject to review and approval by the CFO and shall not exceed the fee customarily charged for such services. The CFO is also hereby authorized to hire such other professionals or consultants and to take such other action as may be needed to facilitate entering into the Agreement and the construction of the Project.

All proceeds received by the College from the Lessor are hereby appropriated for the payment of the costs of the Project and for the payment of fees related to the financing of the Project pursuant to the Agreement and as set forth in this Resolution.

The officer having charge of the minutes of the Board and any other officers of the Board, or any of them individually, are hereby authorized and directed to prepare and certify a true transcript of proceedings pertaining to the Agreement and to furnish a copy of such transcript to the purchaser. Such transcript shall include certified copies of all proceedings and records of the Board relating to the power and authority of the College to issue the Agreement and such certificates as to matters within their knowledge or as shown by the books and records under their custody and control, including but not limited to a general certificate of the CFO and a no-litigation certificate of the President and the CFO, and such certified copies and certificates shall be deemed representations of the College as to the facts stated therein.

It is hereby found and determined that all formal actions of this Board concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal

requirements, including Section 121.22 of the Ohio Revised Code.

ROLL CALL: Aye; Barber, Bridenbaugh, DeGross, Erb, McClure, Mull and Miller. Nay; None. Thereupon the Chair declared the motion approved.

COLLEGE EVENTS

President Hernandez provided details on several upcoming College events, including Discover NSCC Day on November 6, a Veterans Day celebration on November 11 and an Emeritus Dinner and Commencement on December 20.

ADJOURNMENT

With no further business to be brought before the Board, the meeting was declared adjourned.

1. APPROVAL OF CONSENT AGENDA.

1a. Minutes of the October 29, 2021 Board Meeting

1b. Resignations

WHEREAS, Aimee Thorpe – Human Resources Generalist, has submitted her resignation; and

WHEREAS, Bill Eichenauer, Faculty – Business, has submitted his retirement resignation; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the resignation of Aimee Thorpe, effective December 2, 2021, the retirement resignation of Bill Eichenauer, effective December 31, 2021, be accepted.

1c. Employ Full-Time Recruiter - Admissions

WHEREAS, the position of full-time Recruiter – Admissions was left vacant due to the transfer of Cayla Swisher to Administrative Assistant - TRIO; and

WHEREAS, a search was conducted to fill the position; and

WHEREAS, the Vice President for Enrollment Management & Student Affairs and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Amanda Heil be employed as full-time Recruiter – Admissions effective December 6, 2021 at an annual salary of \$43,092.36. This is in accordance with the Professional Staff Bargaining Agreement.

1d. Employ Full-Time Faculty – Industrial Technology Electrical

WHEREAS, the position of full-time Faculty – Industrial Technology Electrical was left vacant due to the resignation of James Boone; and

WHEREAS, a search was conducted to fill the position; and

WHEREAS, the Vice President for Academics and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Mr. John Mueller be employed as full-time Faculty – Industrial Technology Electrical effective January 10, 2022 at an annual salary of \$58,900.60. This is in accordance with the Professional Staff Bargaining Agreement.

1e. Transfer to Full-Time Admissions Advisor – Early Admit

WHEREAS, the position of full-time Admissions Advisor – Early Admit was left vacant due to the transfer of Nichole Gerschutz to Coordinator – Fundraising; and

WHEREAS, a search was conducted to fill the position; and

WHEREAS, an internal candidate applied for and met the qualifications of the position; and

WHEREAS, the Vice President – Enrollment Management & Student Affairs and the President recommends

NOW, THEREFORE BE IT RESOLVED, that Ms. Maddie Fagan be transferred to Admissions Advisor – Early Admit effective November 1, 2021 at an annual salary of \$43,092.36. This is in accordance with the Professional Staff Bargaining Agreement.

1f. Transfer to Part-Time Administrative Assistant – TRIO (CORRECTION)

WHEREAS, the position of part-time Administrative Assistant – TRIO was created to provide administrative support to the TRIO-SSS Program; and

WHEREAS, a search was conducted to fill the position; and

WHEREAS, an internal candidate applied for and met the qualifications of the position; and

WHEREAS, the Vice President – Enrollment Management & Student Affairs and the President recommends

NOW, THEREFORE BE IT RESOLVED, that Ms. Cayla Swisher be transferred to Administrative Assistant – TRIO effective October 5, 2021 at a rate of \$17.08 per hour. This is in accordance with the Support Staff Bargaining Agreement.

1g. Renewal of Probationary Faculty and Non-teaching Faculty Contracts

WHEREAS, it has been determined that the following persons should be re-employed; and

WHEREAS, their supervisor recommends; and

WHEREAS, the Vice President for Academics, the Vice President for Enrollment Management & Student Affairs and the President recommend

NOW, THEREFORE BE IT RESOLVED, that the following persons be re-employed as per the terms and conditions indicated effective with the 2021-2022 academic year:

- a. Brittany Thompson (academic advisor), third, one-year probationary contract, Bachelors, total salary \$43,092.36
- b. Suzanne Lammers (faculty – developmental mathematics), third, one-year probationary contract, Bachelors, total salary \$48,268.72
- c. Joshua Verhoff (faculty – industrial technologies mechanical), third, one-year probationary contract, Bachelors, total salary \$60,049.56
- d. Linette Will (faculty – nursing), continuing, one-year probationary contract, Masters, total salary \$56,016.33
- e. Sarah Casserino (academic advisory), second, one-year probationary contract, Bachelors, total salary \$43,092.36
- f. Brenda Housh (success coach), second, one-year probationary contract, Bachelors, total salary \$43,092.36
- g. Kayla Miller (faculty – agricultural studies), second, one-year probationary contract, Masters, total salary \$51,188.87
- h. Gregory Nartker (faculty – industrial technology welding), second, one-year probationary contract, Associates, total salary \$58,596.16

1h. Miscellaneous Employment Contracts

WHEREAS, it has been determined that the following person(s) should be employed to accommodate various needs; and

WHEREAS, the Vice President for Academics and the President recommends

NOW, THEREFORE BE IT RESOLVED, that the following individual(s) be approved to receive employment contracts for miscellaneous services:

Part-time Adjunct:

Terry Drennan

1i. Career Tech Scholarship Revision

WHEREAS, the Career Tech Scholarship requirements include that a student maintain a minimum cumulative 2.75 GPA at the end of the seventh semester of high school, be enrolled full-time (12 credit hours) at NSCC the fall after graduation from high school and continue in the same career field as in high school; and

WHEREAS, the College desires to remove restrictions to make the scholarship more accessible to potential applicants; and

WHEREAS, the scholarship would also be available for part-time students and to students that are pursuing a different career field than what was studied in high school; and

WHEREAS, the Vice President for Enrollment Management & Student Affairs and the President recommend

NOW, THEREFORE BE IT RESOLVED, that the following changes to the Career Tech Scholarship be approved:

- Change requirement to allow part-time students to apply
- Allow students that are pursuing a different career than their original field of study to apply
- Students in the same career field of study will be given preference

1j. Anti-hazing Policy

WHEREAS, Governor DeWine signed Senate Bill 126 into law, also known as Collin’s Law; and

WHEREAS, Collin’s Law is Ohio’s anti hazing act, which is intended to end hazing and any cultural issues that allow hazing to persist; and

WHEREAS, Northwest State Community College has partnered with D. Stafford & Associates to create a policy to define hazing and how to recognize and respond to possible hazing acts so the College can continue to provide a safe and respectful campus environment for learners, employees and visitors; and

WHEREAS, an amendment to current policy 14-5-08 Code of Student Conduct was required in accordance with the new policy; and

WHEREAS, the Vice President of Enrollment Management & Student Affairs and the President recommend

NOW, THEREFORE BE IT RESOLVED, that new policy 14-5-23 Anti-hazing and changes to policy 14-5-08 Code of Student Conduct be approved.

SEE SEPARATE POLICY DOCUMENTS

This concludes the Consent Agenda.

Moved by _____, seconded by _____.

ROLL CALL: Aye; _____ Nay;
Thereupon the Chair declared the motion approved/disapproved.

PROPOSED RESOLUTIONS

1. CONSIDERATION OF A RESOLUTION TO APPROVE THE 2021 AFFORDABILITY AND EFFICIENCY REPORT

Moved by _____, seconded by _____.

WHEREAS, in 2015 Governor John Kasich created the Ohio Task Force on Affordability and Efficiency to make recommendations to Ohio’s institutions of higher education; and

WHEREAS, House Bill 49 requires each institution's Board of Trustees to complete an efficiency review; and

WHEREAS, the College is also required to update the Five-year Efficiency Plan for Board of Trustee review; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the 2021 Affordability and Efficiency Plan Report, as well as the updated Five-year Efficiency Plan that was submitted as a draft by the October 29, 2021 deadline be approved for final submission by the Board of Trustees effective December 10, 2021.

ROLL CALL: Aye; Nay;
Thereupon the Chair declared the motion approved/disapproved.

2. CONSIDERATION OF A RESOLUTION TO APPROVE THE IONIZATION PROJECT

Moved by _____, seconded by _____.

WHEREAS, the College is seeking to reduce harmful micro-organisms, pollutants, and odors with the aid of COVID relief funds; and

WHEREAS, the College desires to move forward with the Needlepoint Bipolar Ionization project which would be installed in our air handlers; and

WHEREAS, the Chief Fiscal & Administrative Officer and the President can be authorized by the Board of Trustees to accept a bid from an Ohio single-source approved contractor; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees authorizes the President and Chief Fiscal & Administrative Officer to accept a bid and award the assignment for the Needlepoint Bipolar Ionization project.

ROLL CALL: Aye; Nay;
Thereupon the Chair declared the motion approved/disapproved

3. CONSIDERATION OF A RESOLUTION TO APPROVE THE 2020-2021 COLLEGE AUDIT

Moved by _____, seconded by _____.

WHEREAS, the 2020-2021 financial audit prepared by Plattenburg & Associates, Inc. has been reviewed by the Chief Fiscal and Administrative Officer and the State of Ohio

Auditor's Office; and

WHEREAS, the Chief Fiscal and Administrative Officer and the President recommend

NOW, THEREFORE BE IT RESOLVED, that the 2020-2021 financial audit be accepted.

ROLL CALL: Aye; Nay;
Thereupon the Chair declared the motion approved/disapproved.



President’s Report - December 2021

College Updates

[President's Update - November 2021](#) (video)

Talking with Todd vodcast:

[10/21/2021](#) (featuring [Austin Flores](#))

[11/4/2021](#)

[10/28/2021](#)

[11/11/2021](#)

Activities

Ongoing

- Defiance Rotary (weekly)
- OACC President’s Call (various)
- Terra, Owens, NSCC President’s Call (monthly)
- NwOESC Superintendent Meeting (monthly)
- Four County Superintendent Meeting (monthly)
- EAB New President’s Intensive Cohort (Monthly)
- President - Faculty Leadership Conversations (Monthly)

Date	Activity
Nov 3	Board Engagement - Lisa McClure
Nov 8	Doug Bush, Promedica Defiance President
Nov 12	Board Engagement - Scott Mull
Nov 15	Board Engagement - Board Budget Committee



Scheduled Time Off / Away from Campus

Date	Description
December 21-22	Personal Time Off
December 23 - Jan 3	Christmas Break
Feb 6-9	National Legislative Summit - Washington DC

Non NSCC related Professional Activities

None.

Executive Vice President
December 2021
Submitted by: Albert Lewis, Jr.

Strategic Planning

Strategic Planning - Co-Chairs Todd Hernandez / Albert Lewis
Committee has been formed.

The timeline is as follows:

- Spring 22
 - Compression Plan Training
 - Environmental Scanning
 - External / Learner Feedback
- Fall 2022
 - Review Environmental Scans
 - Internal Feedback
 - Develop Strategic Priorities
- Spring 2023
 - Deliver Draft to the Board
 - Final Revisions
 - Board Approval April 2023

Big Questions

Pillars: Revisit?

Mission, Vision, Values: Revisit and should be reflected in the strategic plan.

Community Engagement

President Hernandez and I met with Sarah Tackett, Executive Director of the Chamber.

Attended the Annual Defiance County Chamber Annual Meeting and Awards Banquet.

Attended Dream Center Fundraiser – the Dream Center is a valuable workforce partner.

Robbin Wilcox and I presented to the Leadership Defiance County Program. I provided training on **Leading Through an Equity Lens**. Robbin provided a college overview and introduction to the NSCC Foundation. The Leadership Defiance County Program is a nine-month program, beginning in August with nine full-day sessions, held at various sites around the area. Classes are from 8:30 am to 4:00 pm. The focus is on specific aspects of regional civic issues, economic sectors, leadership development and board trusteeship.



Vice President for Academics
December 2021
Submitted by: Dan Burklo

With this report we will be concluding the fall 2021 term and hosting our fall 2021 commencement on December 20 (7:00 pm). While there were some challenges around COVID concerns, for the most part this was a normal term. The main theme from faculty is that this has been one of the best groups of students they have had in a while. They have noted that our learners are very appreciative in our ability to serve them face-to-face and how flexible we have been to ensure success in their coursework. Personally, I am very proud of all the extra effort put forth by all the faculty and our deans in ensuring our learners have the best experience possible regardless of the environment we are in today. Beyond all this work, we have still been able to move our agenda forward through the term with new programs, certificates, and other initiatives brought forward. Just a couple of these I would like to note is major progress in our assessment process and a new faculty onboarding program. We have also been working on revisions to our academic policies to ensure they are learner-focused. Following are some of items that our academic deans and directors would like to specifically mention.

Jamilah Tucker: Arts & Science

The Arts & Sciences Division is assessing its goals from the start of the year as well as planning for a program review cycle. Each goal established at the start of the year has had progress. We will refine our goals in conjunction with our findings from our program review.

The Arts & Sciences division has three new adjuncts.

- Charity Lyn Anderson is in the progress of getting her Ph.D. at Bowling Green State University. She has a Masters in English from the University of Toledo. Charity will be teaching our Composition courses.
- Chloe Kuhlman will have a Masters in Psychology from Azusa Pacific in December of 2021. Chloe will be teaching our Psychology courses.
- Ben Wooster has a Ph.D. in Philosophy from the University of Oregon and a Masters in English from Case Western Reserve University.

Forthcoming proposals will include name changes to TAG approved courses in American Literature. The Modern History course will be completely revised.

Jason Rickenberg: Business & Public Services

The Business and Public Services Division has been working hard to develop a new Business Management Associate's Degree to be used in conjunction with the Adult Learner Initiative.

In August of 2021 the Agribusiness Degree was approved by Higher Learning Commission (HLC) and the Ohio Department of Higher Education (ODHE).

Dr. Kathy Keister: Nursing & Allied Health

The Division of Nursing & Allied Health has two amazing program accomplishments to share. In the Registered Nursing Program, Northwest State Community College was ranked **first out of forty-four Ohio programs.**

For our 2021 rankings of ADN programs, the research team at Nursing Schools Almanac compiled an extensive database of student performance on the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Aspiring registered nurses in the United States must pass this examination before they may commence practice. Thus, student performance on the NCLEX-RN exam provides an excellent benchmark for comparing the relative quality of associate's degree programs.

We used our database to calculate each program's NCLEX-RN pass rate among first-time test-takers. This is the standard program assessment metric reported by the Ohio Board of Nursing and the test's administrator, Pearson Vue. Whenever possible, we calculated this first-time NCLEX-RN pass rate over an extensive period of time, typically the past decade of student performance. We then used this metric to rank all of Ohio's ADN programs accordingly.

In the Practical Nursing Program, Northwest State Community College was ranked **fifth out of seventy Practical Nursing programs.**

For our 2021 rankings of LPN programs, the research team at Nursing Schools Almanac compiled an extensive database of student performance on the National Council Licensure Examination for Practical Nurses (NCLEX-PN). Aspiring practical nurses in the United States must pass this examination before they may commence practice. Thus, student performance on the NCLEX-PN exam provides an excellent benchmark for comparing the relative quality of practical nursing programs.

We used our database to calculate each program's NCLEX-PN pass rate among first-time test-takers. This is the standard program assessment metric reported by the Ohio Board of Nursing and the test's administrator, Pearson Vue. Whenever possible, we calculated this first-time NCLEX-PN pass rate over an extensive period of time, typically the past decade of student performance. We then used this metric to rank all of Ohio's LPN programs accordingly.

Dr. Ryan Hamilton: STEM & Industrial Technologies

The Division of STEM and Industrial Technologies have begun awarding "Choose Ohio First" scholarship recipients. The STEM P4 partnership was spotlighted by the Ohio Association of Community College (OACC).

Kristi Rotroff: Library Director

Our two staff members have worked hard this year to meet the information needs of our learners. We have also supported NSCC Deans and faculty with their needs, upon request.

An increased number of our learners are accessing online resources, with the most popular resources being the Academic Search Complete (Ebsco) database and the Electronic Journal Center. It's amazing that our college community has access to more online academic content than some Ivy league institutions, thanks to our continued membership in the OhioLINK consortium.

We worked again this year with Four County Career Center Health Sciences instructors and the school librarian to obtain over 40 print books (at no cost) to help prepare their students for a HOSA competition. This collaboration is much appreciated by the students and staff at Four County.

We contributed ideas to our Vice President (Dan Burklo) as a "Vision for the NSCC Library" presentation. There are many facets of a successful college library and this plan addresses them all as a complement to our department's strategic plan.

Christina Schwiebert: Coordinator Instructional Design & Distance Learning

The Teaching & Learning Center worked with our Information Technology Department to implement a Warpwire video management system in August. By the end of the first semester, there were 110 + videos made, totaling over 100 hours, uploaded by fifteen unique users. In the past 30 days, almost fourteen hours of videos have been viewed.

Christina Schwiebert has hosted "Sakai Coffee Hour" zoom sessions on Fridays. Eighteen faculty and non-teaching faculty have attended at least one session, with many attending multiple sessions. These Sakai Coffee Hour zoom sessions have covered everything from commonly used tools (Assignments, Tests & Quizzes, Lessons, Discussions, Gradebook), the Sakai roadmap of future plans, less commonly used tools, the online orientations, and more. The last two of the year will cover user profile & preferences on December 3 and Sakai site management on December 10.

Vice President of Enrollment Management & Student Affairs
December 2021
Prepared by: Lana Snider

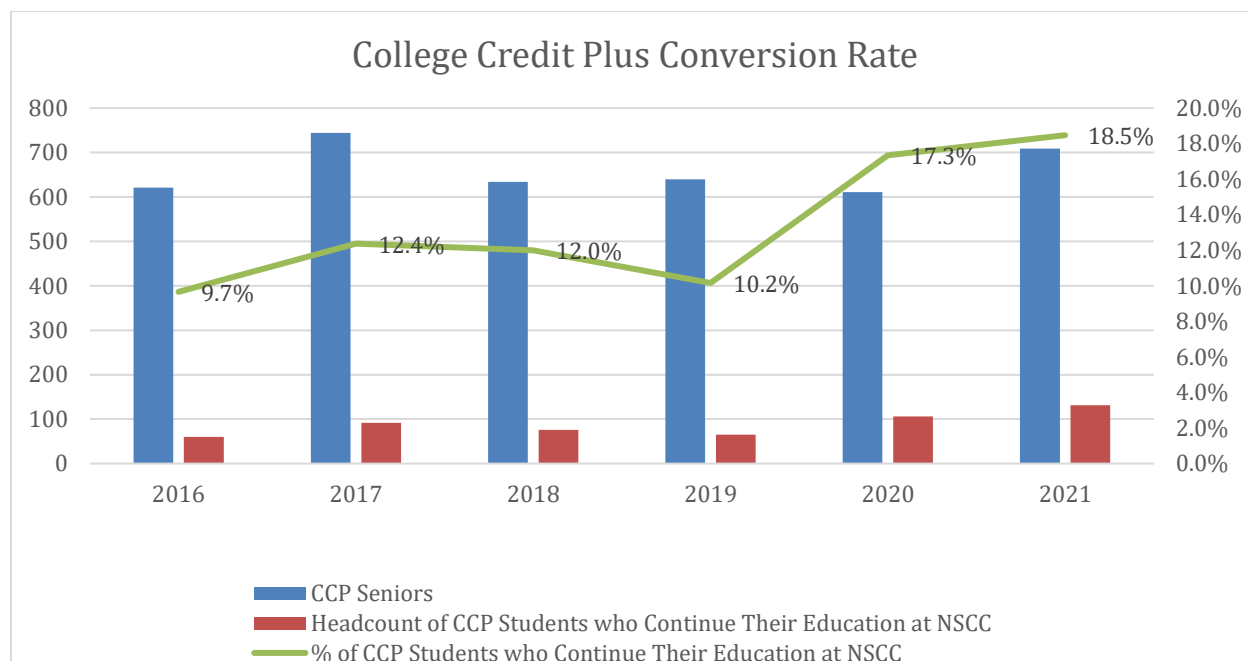
Graduation Pathways to Success (GPS) Recruitment and Retention Work

Discover NSCC Day on 11/6/21 was a great success with 65 prospective learners and 220 people in attendance. All “hands were on deck” for this NSCC preview event and colleagues from Workforce, Academics, and Learner Services presented information sessions and demonstrations on topics of interest to prospective learners and their families. We met a father and daughter duo who are beginning their college journey together in Spring 2022 – all the way down to preparing for the Accuplacer assessment with the goal of enrolling in the exact same classes. Their desire to come to college together and their commitment to one another’s success is truly inspirational. Their enrollment is our mission and values in action – we are here to serve the 77,000 families and their communities.



College Credit Plus (CCP) Conversion Rate and Scholarships Awarded

Discover NSCC Day is an important tactic in our enrollment growth plan because it is designed to position NSCC as a first-choice institution for the 2022 high school graduating class. NSCC’s Fall 2021 College Credit Plus (CCP) conversion rate (the proportion of NSCC CCP learners who choose to attend NSCC as a traditional college student immediately following high school graduation) increased from the Fall 2020 rate. The chart below shows the 7-percentage point increase in NSCC’s CCP Conversion rate after the expansion of the Presidential and Deans Scholarship Program (shown in the table below).



HS Grad Yr	CCP Seniors	Converted Headcount	Percent CCP Converted to Traditional NSCC Learners	Presidential Scholars %	Dean Scholars %	Other Scholarships %
2016	621	60	9.7%			
2017	744	92	12.4%			
2018	634	76	12.0%			
2019	640	65	10.2%	13.8%	21.54%	69.2%
2020	611	106	17.3%	65.1%	4.72%	34.9%
2021	709	131	18.5%	68.7%	9.92%	90.8%

GPS 2.0 = Career Guided Pathways to Success (CGPS)

The Graduation Pathways for Success (GPS) concept in its simplest form is to get learners on a plan, keep them on a plan, and have them complete their plan. GPS has allowed NSCC to increase the number of credit hours learners successfully complete each semester, reduce the number of semesters to completion of their credential, and to develop educational pathways that include transfer options to four-year institutions. The three-year graduation rate for fall 2018 learners (the first group of learners served by the Advising Center) was 49%, 4 percentage points higher than the three-year graduation rate for the fall 2015 cohort. Additionally – the fall 2018 cohort group earned 72.3 credit hours on average – 7.1 fewer credit hours than the fall 2015 cohort. This translates to approximately \$72,987 in tuition dollars saved for the 60 graduates from the fall 2018.

The next step in GPS is to adopt Career Graduation Pathways to Success (CGPS) in the effort to continue to increase retention, transfer, and completion rates. Implementing

CGPS will provide learners with the opportunity to explore their interests, rather than requiring them to declare a major immediately, which serves to eliminate learners completing half of a program only to realize that they are interested in a different career.

Furthermore, CGPS would allow learners who are interested in a specific area of study to explore career options prior to selecting a major. Consequently, creating alignment between learners' educational goals and their career pathways, increasing the effectiveness of guided pathways, and resulting in improved learner retention and credential completion.

The Academic Advisors have begun the process of creating the career communities needed for CGPS implementation. The career communities are as follows: Business, Engineering Technology, Healthcare, Industrial Technology, Liberal Arts & Communication, Natural Science, and Public Services. The communities are being designed to allow learners interested in a specific area of study to explore options prior to selecting a major. The Healthcare Career Community sheet is included below. The remaining Career Communities sheets will be included in the Board Portal for your review and reference.



NORTHWEST STATE COMMUNITY COLLEGE
 ADVISING CENTER
 22600 STATE ROUTE 34
 ARCHBOLD, OH 43502
 (419) 267-1390
 NORTHWESTSTATE.EDU/ADVISING-CENTER

HEALTHCARE COMMUNITY

OVERVIEW

The Healthcare community is designed to introduce learners to the array of majors offered in the healthcare field. This community will prepare you to interact with the industry that corresponds with your specific area of interest. This community prepares learners interested in meeting the rapidly changing demands of the healthcare field.

MAJOR OPTIONS

Degrees

- **LPN to RN Advanced Standing Medical Assisting
- **Medical Support
- **Registered Nursing

Certificates

- Phlebotomy (Short-term)
- Practical Nursing

Northwest Ohio Allied Health Education Consortiums

- Health Information Technician
- Medical Laboratory Technician
- Occupational Therapy Assistant
- Radiographic Imaging
- Respiratory Care Practitioner

COURSE PATHWAY

ENG111: Composition I	3 credit hours
CIS114: Microsoft Applications	3 credit hours
PSY110: General Psychology	3 credit hours
STA120: Intro to Statistics	3 credit hours
BIO 101: Principles of Biology	4 credit hours
OAS 180: Medical Terminology	3 credit hours

19 credit hours

** Denotes Bachelor's Bound Pathway

Meeting with an academic advisor will help you select a major.

Vice President – Workforce Development
December 2021
Submitted by: Jim Drewes

Albert Lewis and I attended an SME/Tooling U workforce meeting at Youngstown State University. YSU is collaborating with a local community college and career center to deliver skilled trades and technical topics in their service area.

I attended the Greater Ohio Workforce Board (GOWB) Meeting October 6 2021, I am a board member representing higher education. The GOWB represents 43 Ohio counties.

October 22, our campus hosted a Manufacturing Day Educational event for Henry County. The event hosted 8 Henry County manufacturing companies, such as Automatic Feed, Campbell Soup Company, Graminex and others. The county high schools had nearly 100 students attend. The students were typically seniors and undecided about their plans after high school. We had breakout sessions in welding, hydraulics, maintenance topics, robotics and a session hosted by young employees working in manufacturing. We hosted additional events in November for Defiance, Williams and Fulton Counties.

Albert Lewis, Todd Hernandez and I attended the Defiance Dream center “Night of Dreams” gala October 23. It was a night celebrating the Dream Center’s efforts to help the community and individuals.

CTS continues to deliver training services in our service area and surrounding counties. These classes include incumbent worker training as well as youth programs.

Chief Fiscal and Administrative Officer

December 2021

Submitted by: Jennifer Thome

So many changes and experiences to reflect on this year. I am so proud of this College, the learners and our employees. They have accomplished so much and it is hard to reflect on just a few. As a Cabinet, this has been a growth year, a “Be Bold” year, and I continue to marvel over the amount of progress we have made with such a young Cabinet. I feel the same way about the Business Office. We worked through first time managers, new positions and new employees.

The end of the year is upon us and it is time to welcome learners to our spring semester! As you can see, Heather is ready to go!



As a reflection, a couple of projects rise to the top for me. First, Cabinet reflecting on their departments, reorganizing, and paving the way for a stronger College with the focus of “Learners First”. I loved that we were able to take a deep dive into each of our areas to find a balance for our teams. We’ve added some positions and we’ve reworked some positions, but in the end, we are only strengthening our faculty & staff to provide exceptional customer service. The Business Office specifically had one retirement, two new hires, and three promotions into new roles.

Secondly, my audit team. I am so impressed and so thankful. They grew leaps and bounds this year. The main accomplishment was formalizing a team shortly after the audit to implement changes and efficiencies gained from identifying problem areas/timing during the audit. Watching the team grow and learn new procedures makes me smile – that is when I know we are doing our job right.

Adding the Grant Accountant to the Business Office while working in connection with the Grant team has paved the way for a lot of changes – increased cash flow by implementing quarterly vs. annual draws, timely reporting, timely billing, updating our indirect rate, and increasing all-around customer service.

Our internal finance committee has brought transparency, fiscal knowledge to the group, and an awareness to projects and changes happening throughout campus. By raising the bar on fiscal knowledge, we are able to share that information with others.

I look forward to the coming year and I am excited to see us grow!



Vice President; HUMAN RESOURCES & LEADERSHIP DEVELOPMENT
December 2021
Submitted by: Katy McKelvey

Recruiting:

We have filled the following roles:

- Admissions Recruiter
- Advisor – Admissions Early Admit

We are recruiting for the following roles:

- Admissions Recruiter
- Medical Assisting Faculty & Program Coordinator
- Executive Director – Information Technology
- Human Resources Generalist

2021 Accomplishments:

- Performance Management

During the past year we moved from an annual performance review cycle to a more frequent feedback model. Supervisors and employees are meeting to discuss progress toward goals, challenges and opportunities. We believe this model encourages better communication and promotes a better understanding of expectations.

- Cabinet Development

We engaged O. E. Strategies to continue to build on the strengths and teamwork within the executive team. The project started with a Harrison assessment and teambuilding workshop and we are now launching the 360° evaluations for the cabinet. Beginning in 2022 we will debrief the 360° evaluations and do a second teambuilding workshop.

- Onboarding Process

The human resources team is developing a comprehensive onboarding process to better enhance the employee first-year experience. This project started with asking for input from new hires and people within the organization who had been promoted. The HR team then took all of that feedback along with best practices from other organizations and began creating a new onboarding process. Some of the ideas include a “new employee resource guide” and a “supervisor onboarding guide.”

- Improved Processes:

We implemented two new software programs for better efficiency and coordinating processes. Maxient is the program we are using for Title IX tracking and NEOED is our new recruiting software platform. Both programs are implemented and we have begun to use the software.

Fall Activities:

On October 20 and 21, NSCC held our annual Employee Recognition Program, with lunch provided by Hill's Family Restaurant & Catering from Napoleon, Ohio, allowing our food service employees to enjoy the event with their co-workers. Following the delicious luncheon, employees watched a video containing pictures of honored employees and highlighting comments from their supervisors. NSCC formally recognized thirty-five employees for their years of service and classes taught and Dr. Hernandez spoke on the impact Northwest State employees have on our learners and the community and thanked everyone for all that they do. It was a special time for everyone involved.





Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
5101	Instructional Fees	\$11,123,315	\$0	\$11,123,315	\$3,071,605	\$0	\$8,051,710
5102	General Fees	\$382,536	\$0	\$382,536	\$107,568	\$0	\$274,968
5103	Lab Fees	\$449,300	\$0	\$449,300	\$190,120	\$0	\$259,180
5105	Out of State Fees	\$452,539	\$0	\$452,539	\$26,235	\$0	\$426,304
5107	Proficiency Fees	\$5,240	\$0	\$5,240	\$1,000	\$0	\$4,240
5109	Other Fees	\$2,980	\$0	\$2,980	\$1,840	\$0	\$1,140
5110	Late Fees	\$17,300	\$0	\$17,300	\$2,900	\$0	\$14,400
5115	Student Fees	\$125,800	\$0	\$125,800	\$47,990	\$0	\$77,810
5116	Deferred Payment Service Fee	\$6,740	\$0	\$6,740	\$2,380	\$0	\$4,360
5118	Bus & Ind. Traing Fee	\$1,425,000	\$0	\$1,425,000	\$139,967	\$0	\$1,285,033
5130	Instr Fee - Nursing Cont Ed	\$1,500	\$0	\$1,500	\$0	\$0	\$1,500
5131	Provider Fee - Nursing Cont Ed	\$3,500	\$0	\$3,500	\$75	\$0	\$3,425
5133	Tuition and Fees Schlop Allow	-\$1,403,460	\$0	-\$1,403,460	-\$132,819	\$0	-\$1,270,641
5155	Fiscal Agent Fee	\$94,166	\$0	\$94,166	\$10,780	\$0	\$83,386
5157	Finger Printing Fee	\$30,000	\$0	\$30,000	\$3,263	\$0	\$26,737
5159	Career Advantage Fee	\$43,700	\$0	\$43,700	\$488	\$0	\$43,212
5160	Simulation Fee	\$60,700	\$0	\$60,700	\$13,797	\$0	\$46,903
5161	Career Service Fee	\$544,700	\$0	\$544,700	\$151,303	\$0	\$393,397
5213	COVID 19 Learner Emergency	\$0	\$0	\$0	\$0	\$0	\$0
5214	Cares Act Institutional Funding	\$552,304	\$0	\$552,304	\$0	\$0	\$552,304
5503	Foundation - Instl Supprt	\$135,000	\$0	\$135,000	\$0	\$0	\$135,000
5610	Photo ID	\$100	\$0	\$100	\$180	\$0	-\$80
5614	Miscellaneous Income	\$127,940	\$0	\$127,940	\$10,539	\$0	\$117,401
5616	Facility Rental - Room Charge	\$35,000	\$0	\$35,000	\$3,875	\$0	\$31,125
5619	Facility Rental - Taxable	\$4,000	\$0	\$4,000	\$0	\$0	\$4,000
5620	Library Fines	\$0	\$0	\$0	\$0	\$0	\$0
5801	OBR - Subsidy	\$11,696,774	\$0	\$11,696,774	\$1,933,870	\$0	\$9,762,904
5803	OBR - Capital Component	\$120,629	\$0	\$120,629	\$30,157	\$0	\$90,472

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
5901	Investment Income	\$75,000	\$0	\$75,000	-\$10,784	\$0	\$85,784
	Revenue Sub-Total:	\$26,112,303	\$0	\$26,112,303	\$5,606,329	\$0	\$20,505,974
6101	Administrative Salaries	\$3,078,702	\$0	\$3,078,702	\$515,484	\$2,348,369	\$214,850
6102	Non Instructional Salaries	\$2,427,137	\$0	\$2,427,137	\$412,320	\$2,098,387	-\$83,570
6103	Part Time Non Instructional	\$105,291	\$0	\$105,291	\$10,466	\$102,642	-\$7,817
6104	Salary Savings	-\$625,000	\$0	-\$625,000	\$0	\$0	-\$625,000
6121	Academic Salaries	\$3,101,847	\$0	\$3,101,847	\$486,849	\$2,571,412	\$43,586
6122	Academic Overload	\$405,247	\$0	\$405,247	\$143,035	\$203,211	\$59,001
6123	Part Time Academic	\$1,150,929	\$0	\$1,150,929	\$68,528	\$438,609	\$643,792
6124	Independent Study	\$17,000	\$0	\$17,000	\$3,300	\$1,418	\$12,282
6125	Academic Advising	\$5,400	\$0	\$5,400	\$192	\$0	\$5,208
6141	Part Time Student Help	\$66,412	\$0	\$66,412	\$6,816	\$12,554	\$47,042
6142	Work Study Student	\$0	\$0	\$0	\$0	\$13,682	-\$13,682
6143	Student Tutoring	\$5,000	\$0	\$5,000	\$0	\$47,196	-\$42,196
6144	Faculty Tutoring	\$41,000	\$0	\$41,000	\$3,073	\$7,178	\$30,749
6145	Honorarium	\$1,700	\$0	\$1,700	\$74	\$0	\$1,626
6200	Fringe Expense	\$3,647,492	\$0	\$3,647,492	\$533,482	\$2,676,035	\$437,976
6201	STRS	\$0	\$0	\$0	\$115	\$0	-\$115
6203	SERS	\$0	\$0	\$0	\$0	\$0	\$0
6205	SERS-Surcharge	\$12,000	\$0	\$12,000	\$9,748	\$0	\$2,252
6207	Medicare	\$0	\$0	\$0	\$12	\$0	-\$12
6210	Fringe Actual	\$0	\$0	\$0	\$73,530	\$0	-\$73,530
6211	Medical	\$0	\$0	\$0	-\$49,481	\$0	\$49,481
6214	Life	\$0	\$0	\$0	-\$2	\$0	\$2
6216	Misc Insurances	\$0	\$0	\$0	\$0	\$0	\$0
6301	Workers Compensation	\$20,000	\$0	\$20,000	\$0	\$0	\$20,000
6302	Unemployment Compensation	\$5,000	\$0	\$5,000	\$0	\$4,000	\$1,000
6303	Employee Fee Waiver	\$70,000	\$0	\$70,000	\$26,024	\$0	\$43,976
6304	Bookstore Employee Discount	\$3,500	\$0	\$3,500	\$393	\$0	\$3,107
6305	Employee Assistance	\$3,000	\$0	\$3,000	\$900	\$1,100	\$1,000
6306	Employee Appreciation	\$14,500	\$0	\$14,500	\$2,355	\$207	\$11,938

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
6307	Faculty / Staff Development	\$75,000	\$0	\$75,000	\$32,064	\$0	\$42,936
6308	YE Vac / Severance Accls	\$45,000	\$0	\$45,000	\$0	\$0	\$45,000
7101	Office Supplies	\$26,010	\$0	\$26,010	\$3,788	\$0	\$22,222
7102	Copier Supplies	\$16,710	\$0	\$16,710	\$1,415	\$2,560	\$12,735
7103	Recruiting Supplies	\$15,500	\$0	\$15,500	\$1,376	\$234	\$13,890
7121	Computer Supplies	\$15,645	\$0	\$15,645	\$1,453	\$0	\$14,192
7131	Instructional Supplies	\$231,212	\$0	\$231,212	\$12,362	\$12,068	\$206,782
7132	Lab Supplies	\$34,000	\$0	\$34,000	\$153	\$0	\$33,846
7134	ADA Hearing Impaired Books	\$5,000	\$0	\$5,000	\$0	\$0	\$5,000
7135	Instructional Food/Snacks	\$4,200	\$0	\$4,200	\$642	\$0	\$3,558
7136	Linen and Laundry	\$300	\$0	\$300	\$0	\$0	\$300
7138	Graduation Supplies	\$20,100	\$0	\$20,100	\$153	\$0	\$19,947
7151	College Car Supplies	\$990	\$0	\$990	\$18	\$0	\$972
7153	First Aid Supplies	\$500	\$0	\$500	\$0	\$0	\$500
7156	Miscellaneous Supplies	\$1,400	\$0	\$1,400	\$0	\$0	\$1,400
7157	Employee Awards	\$7,000	\$0	\$7,000	\$0	\$0	\$7,000
7161	Library Supplies	\$800	\$0	\$800	\$77	\$0	\$723
7162	Library Books Lost / Replaced	-\$1,977	\$0	-\$1,977	-\$125	\$0	-\$1,852
7171	Audio Visual Supplies	\$18,358	\$0	\$18,358	\$5,471	\$0	\$12,887
7181	Uniforms	\$3,300	\$0	\$3,300	\$42	\$2,800	\$458
7182	Janitorial Supplies	\$30,000	\$0	\$30,000	\$1,840	\$22,500	\$5,660
7201	Conferences and Seminars	\$61,142	\$0	\$61,142	\$5,668	\$102	\$55,372
7202	Travel	\$42,310	\$0	\$42,310	\$2,404	\$0	\$39,906
7203	Development	\$49,000	\$0	\$49,000	\$1,832	\$0	\$47,168
7204	Instructional Travel	\$200	\$0	\$200	\$0	\$0	\$200
7207	Committee Meetings	\$23,940	\$0	\$23,940	\$2,404	\$0	\$21,536
7208	Convocation	\$10,000	\$0	\$10,000	\$0	\$0	\$10,000
7301	Subscriptions and Publications	\$7,925	\$0	\$7,925	\$1,607	\$0	\$6,318
7311	Dues	\$130,895	\$0	\$130,895	\$57,311	\$1,280	\$72,304
7321	Classified Advertising	\$7,500	\$0	\$7,500	\$1,980	\$0	\$5,520
7322	Radio Advertising	\$48,000	\$0	\$48,000	\$11,405	\$10,339	\$26,256
7323	Brochures	\$36,000	\$0	\$36,000	\$0	\$0	\$36,000

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
7324	Advertising - Papers	\$19,000	\$0	\$19,000	\$1,185	\$6,519	\$11,296
7325	Advertising - Billboards	\$68,000	\$0	\$68,000	\$11,622	\$20,964	\$35,414
7326	Advertising - Miscellaneous	\$36,000	\$0	\$36,000	\$12,578	\$150	\$23,272
7328	Advertising - Digital	\$43,000	\$0	\$43,000	\$7,520	\$5,475	\$30,005
7329	Advertise-Wkfrc Devel	\$18,000	\$0	\$18,000	\$0	\$2,300	\$15,700
7331	Community Relations Donations	\$900	\$0	\$900	\$500	\$0	\$400
7352	Printing	\$24,900	\$0	\$24,900	\$2,815	\$2,000	\$20,085
7361	Postage	\$22,250	\$0	\$22,250	\$3,564	\$4,000	\$14,686
7401	Equipment M & R	\$194,183	\$0	\$194,183	\$15,112	\$23,092	\$155,979
7402	Buildings M & R	\$407,650	\$0	\$407,650	\$12,086	\$12,248	\$383,316
7403	Grounds M & R	\$15,000	\$0	\$15,000	\$1,154	\$17,402	-\$3,556
7404	Parking Lot M & R	\$30,000	\$0	\$30,000	\$25,138	\$0	\$4,862
7405	Water Tower M & R	\$3,000	\$0	\$3,000	\$27	\$1,000	\$1,973
7406	Vehicles M & R	\$12,000	\$0	\$12,000	\$1,008	\$13,992	-\$3,000
7407	Equipment Replacement	\$8,000	\$0	\$8,000	\$331	\$0	\$7,669
7408	Equipment Rental	\$41,600	\$0	\$41,600	\$4,058	\$21,289	\$16,252
7409	Facilities Rental	\$3,508,928	\$0	\$3,508,928	\$125,246	\$0	\$3,383,682
7501	Professional Fees	\$35,700	\$0	\$35,700	\$9,980	\$3,435	\$22,285
7502	Legal Fees	\$19,000	\$0	\$19,000	\$3,645	\$0	\$15,355
7503	Audit Fees	\$30,000	\$0	\$30,000	\$0	\$0	\$30,000
7504	Accreditation	\$2,897	\$0	\$2,897	\$0	\$0	\$2,897
7521	Training	\$28,252	\$0	\$28,252	\$39,901	\$2,007	-\$13,655
7522	Testing / Assessment	\$160,450	\$0	\$160,450	\$7,344	\$25,500	\$127,606
7523	Outside Services	\$5,176,501	\$0	\$5,176,501	\$326,919	\$135,651	\$4,713,931
7525	Purchased Services	\$47,000	\$0	\$47,000	\$11,490	\$20,101	\$15,409
7527	Collection Fees	-\$16,000	\$0	-\$16,000	-\$1,369	\$0	-\$14,631
7529	Bank Service Fees	\$10,500	\$0	\$10,500	\$1,624	\$0	\$8,876
7531	Finger Printing Expense	\$23,120	\$0	\$23,120	\$871	\$0	\$22,249
7601	Adult Diploma Scholarship	\$25,000	\$0	\$25,000	\$0	\$0	\$25,000
7602	JATC Career Advantage Fee Schl	\$500	\$0	\$500	\$0	\$0	\$500
7603	Honors Scholarship	\$70,000	\$0	\$70,000	\$1,064	\$0	\$68,936
7604	Agency Partner Scholarship	\$12,000	\$0	\$12,000	\$532	\$0	\$11,468

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
7605	Presidential Scholarship	\$550,000	\$0	\$550,000	\$29,437	\$0	\$520,563
7606	Scholarship Allowance	-\$1,403,460	\$0	-\$1,403,460	-\$132,819	\$0	-\$1,270,641
7607	Agency Graduate Studnt Schlp	\$3,000	\$0	\$3,000	\$532	\$0	\$2,468
7608	Fee Waiver - Senior Citizens	\$6,000	\$0	\$6,000	\$1,672	\$0	\$4,328
7609	Fee Waiver - ONG	\$515	\$0	\$515	\$0	\$0	\$515
7610	CCP Partner Scholarship	\$5,150	\$0	\$5,150	\$0	\$0	\$5,150
7618	Graduation Alliance Schlp	\$10,000	\$0	\$10,000	\$0	\$0	\$10,000
7619	Registration Scholarship	\$13,000	\$0	\$13,000	\$0	\$0	\$13,000
7620	Tech Prep Scholarship	\$11,000	\$0	\$11,000	\$0	\$0	\$11,000
7629	Interntl Student Schlp	\$4,120	\$0	\$4,120	\$0	\$0	\$4,120
7630	PSEO/CCP Schlp & Books	\$596,058	\$0	\$596,058	\$73,557	\$0	\$522,501
7631	Bad Debt Expense	\$102,000	\$0	\$102,000	\$0	\$0	\$102,000
7633	Contingency Fund	\$36,500	\$0	\$36,500	\$2,359	\$67	\$34,074
7634	Instructional Media	\$9,500	\$158	\$9,658	\$9,658	\$9,658	-\$9,658
7635	Database Subscriptions	\$37,000	\$0	\$37,000	\$0	\$0	\$37,000
7636	Student Activities	\$20,000	\$0	\$20,000	\$4,334	\$0	\$15,666
7637	Student Group	\$300	\$0	\$300	\$0	\$0	\$300
7638	Fund Raising	\$0	\$0	\$0	\$1,541	\$2,594	-\$4,135
7639	Prior Year Adjustment Bad Debt	-\$110,000	\$0	-\$110,000	-\$5,744	\$0	-\$104,256
7642	Alumni Fund Expense	\$6,550	\$0	\$6,550	\$618	\$0	\$5,932
7644	Miscellaneous	\$3,500	\$0	\$3,500	-\$7,864	\$0	\$11,364
7645	Business Competition	\$800	\$0	\$800	\$0	\$0	\$800
7650	Strategic Planning	\$2,500	\$0	\$2,500	\$0	\$0	\$2,500
7654	NCA - HLC	\$2,500	\$0	\$2,500	\$0	\$0	\$2,500
7666	Grant Matching	\$60,000	\$0	\$60,000	\$0	\$0	\$60,000
7667	CCP Scholarship	\$23,175	\$0	\$23,175	\$0	\$0	\$23,175
7669	COVID19 Learner Emergency	\$0	\$0	\$0	\$0	\$0	\$0
7670	Road to Success Schlp	\$5,000	\$0	\$5,000	\$0	\$0	\$5,000
7671	Sports Club Schlp	\$20,000	\$0	\$20,000	\$0	\$0	\$20,000
7676	TRIO - NSCC Scholarship	\$0	\$0	\$0	\$0	\$0	\$0
7701	Gas	\$75,000	\$0	\$75,000	\$60	\$54,940	\$20,000
7702	Electricity	\$270,000	\$0	\$270,000	\$21,796	\$228,673	\$19,531

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
7703	Electricity - Water Tower	\$2,699	\$0	\$2,699	\$404	\$2,096	\$199
7704	Water	\$7,000	\$0	\$7,000	\$509	\$6,991	-\$500
7705	Sewer	\$36,000	\$0	\$36,000	\$6,716	\$33,015	-\$3,731
7706	Waste Collection	\$6,000	\$0	\$6,000	\$444	\$5,556	\$0
7707	Telephone	\$60,253	\$0	\$60,253	\$3,891	\$38,503	\$17,859
7722	Employee Liability Insurance	\$12,000	\$0	\$12,000	\$2,648	\$0	\$9,352
7724	Motor Vehicle Insurance	\$13,176	\$0	\$13,176	\$3,144	\$0	\$10,032
7725	Property Insurance	\$88,319	\$0	\$88,319	\$57,068	\$0	\$31,250
7727	Prof Liab Students	\$4,986	\$0	\$4,986	\$1,324	\$0	\$3,662
7728	Travel- Intramural/Recreatl	\$2,250	\$0	\$2,250	\$0	\$0	\$2,250
7729	Cyber Liability Insurance	\$14,000	\$0	\$14,000	\$2,800	\$0	\$11,200
7901	Library Books	\$8,000	\$0	\$8,000	\$1,226	\$0	\$6,774
7902	Fixtures and Furnishings	\$257,236	\$0	\$257,236	\$18,182	\$22,438	\$216,615
7903	Software and Licensing	\$485,650	-\$158	\$485,492	\$68,002	\$254,261	\$163,228
7904	Building Projects	\$85,000	\$0	\$85,000	\$5,711	\$21,146	\$58,143
7911	Equipment	\$60,580	\$0	\$60,580	\$315	\$0	\$60,265
7912	Motor Vehicles	\$10,000	\$0	\$10,000	\$0	\$0	\$10,000
Expense	Sub-Total:	\$26,112,304	\$0	\$26,112,304	\$3,190,016	\$11,574,947	\$11,347,341